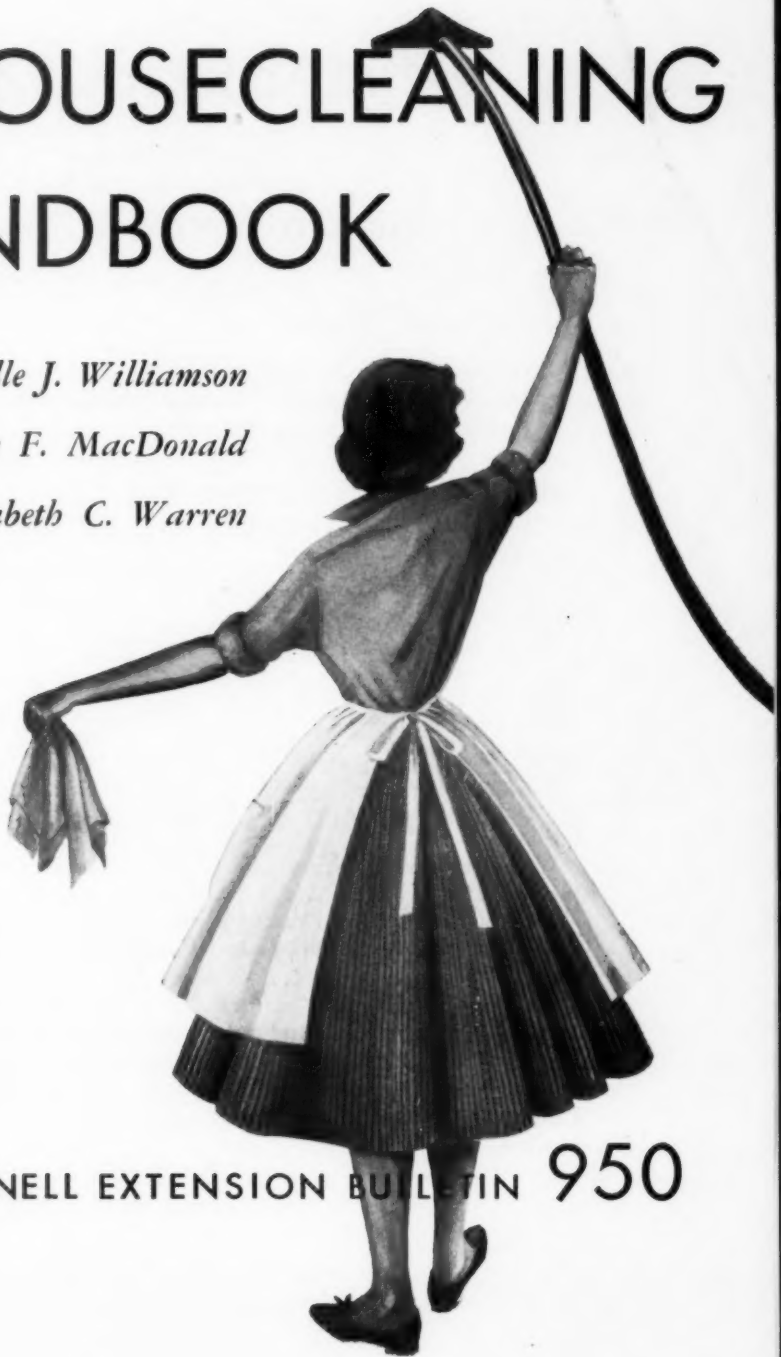


A HOUSECLEANING HANDBOOK

Lucille J. Williamson

Jessie F. MacDonald

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CORNELL EXTENSION BULLETIN 950

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The amount of cleaning you do in your home depends not only on your own standards of cleanliness, but on your health, the size and condition of your home, the climate, the help that other family members can give, your other responsibilities, and the various resources, such as money, equipment, and commercial services, that are available to you.

As these conditions change, so will your care of the house change. The young homemaker, as her family increases, frequently prefers to spend time with her children rather than to keep a spic-and-span house. When the children are grown, she may find satisfaction in resuming her earlier, more extensive, cleaning practices. The homemaker who moves from a small to a large house may find that she is not physically able to do the same quality of cleaning as in the smaller place. On the other hand, the more automatic equipment she acquires, the more willing she may be to do more cleaning.

You alone must decide how much, or how little, cleaning you do, when, how frequently, and what methods to use. Like most other homemaking tasks, cleaning can be cut down or increased as it becomes of lesser or greater importance at a particular time.

MAKING CLEANING EASIER

A flexible plan

A little time spent in planning ahead can make cleaning easier and sometimes more interesting or more to your liking. The plan must be kept flexible, however, since cleaning is usually fitted in with other household tasks and its frequency varies.

While an annual spring and fall housecleaning may have certain advantages, too often it leaves you physically and emotionally exhausted. You will probably find it easier to distribute special cleaning processes



Children can put away their own clothes and toys when there are shelves and rods that they can reach easily.

over a period of time, thus eliminating annual upheavals. For example, you may want to include some special cleaning with your regular weekly cleaning. You may want to wash the windows in one or two rooms one week and brush down the walls or launder curtains the next week. Or you may prefer to concentrate on one cleaning operation by brushing down walls in several rooms one week, and the next week washing the woodwork. Or you may choose to clean one room thoroughly each month or two along with the daily and weekly care of the entire house.

Ways to keep dirt out of the house

Since cleaning is the removal of accumulated dirt, it is important to consider ways to keep dirt out of the house. Dirt and grit tracked in over floors, rugs, and carpets injure their wearing qualities and detract from their appearance. Hard-surfaced walks or paths leading to the house help cut down on the amount of dirt clinging to boots and shoes. Walks, porches, and steps should be swept frequently. Mats and scrapers placed near entrances serve as reminders to the family to remove dirt from

their shoes. A place near the entrance, where soiled work clothes, boots, and rubbers can be removed, prevents soil being carried through the house. Many farm families provide a place near the entrance where the men, children, and extra help can wash as they enter the house.

Adequate storage space

Adequate places for storage help to reduce the amount of cleaning you need to do. A storage place for the personal possessions of each member of the family makes cleaning easier.

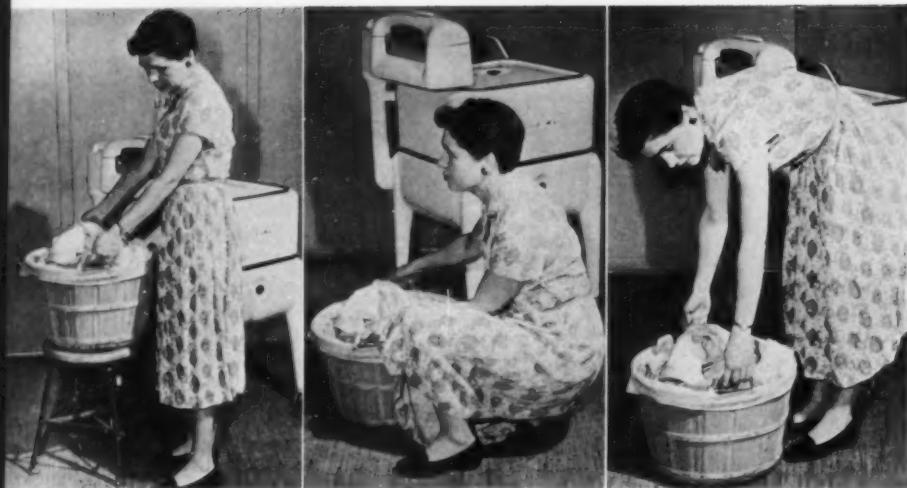
A good storage place for clothing in each bedroom makes it easier for the person occupying the room to put away his clothing. Many families have improvised inexpensive closets from packing boxes or old wardrobes. Hooks and rods which children can easily reach encourage them to pick up their clothing. Shelves for toys make it easier for children to put playthings away. Shelves or racks for magazines and newspapers help prevent clutter. Hampers for soiled clothing help to keep bedrooms, bathrooms, and kitchens free from soiled garments.



These cleaning tools and supplies are easy to see, easy to reach, and easy to lift.

Convenient storage of cleaning equipment

While it is not always possible to have each piece of major cleaning equipment stored at the place where it is used, you can usually plan a centrally located storage place for these pieces. Duplicates of the less expensive items can be kept near the areas where they are used. For a two-story house, a broom, dry mop, dustpan, and other such articles can be stored on the second floor as well as on the first floor. Check and clean your tools after using them, to be sure they will be in good working order when they are needed the next time.



A

B

C

A. To avoid strain when lifting, place heavy articles on low tables, not on floors. B. If you must lift a heavy load from the floor, squat so that the strong muscles carry the weight. C. If you lift from this position, you place strain on weak muscles of back and neck.

Ways to prevent excessive fatigue

Since all cleaning involves muscular activity, learn to use your muscles properly, to prevent fatigue. Lift heavy objects with a minimum of effort by using strong thigh muscles. To relieve strain on your back muscles, squat rather than bend when dusting or washing baseboards or picking up articles from the floor. Maintaining good posture is especially valuable. Comfortable shoes and clothes help to maintain good posture. Good ventilation where you are working is also important.

Frequent short rest periods between heavy cleaning tasks help to prevent excessive fatigue. Plan to alternate easy and hard tasks.

CLEANING AIDS

SUPPLIES

Cleaning makes up so much of house care that it is wise to think through what happens in the cleaning process, and the nature of the supplies you need. Let's consider what has to be cleaned away and what cleaning supplies are needed.

WHAT HAS TO BE CLEANED AWAY?

Loose litter and dirt. This makes up most of the cleaning job

Sticky spots and film that will dissolve in water. This material usually holds other soil

Oily films and spots. These also hold other soil

Films and spots such as tarnish and corrosion that cannot be dissolved by water or fat solvents

Films such as wax that have been added for protection. They may have to be removed because they have been damaged or because a new finish is to be added

WHAT AIDS ARE NEEDED?

Broom, dust cloths, mops, and vacuum cleaner

A damp cloth is usually all that is needed to soften the soil. The dampened film can then be wiped off with dry cloths and paper towels. Soap the spots if necessary

A cloth dampened with warm water or a fat solvent such as carbon tetrachloride or dry cleaning solvent can be used. A little soap or synthetic detergent can be added to the water

OR

A dry powder such as corn meal or fuller's earth, that absorbs the oil, can be sprinkled on and later brushed away

Scouring powder or other abrasive materials such as fine steel wool or silver polish can be used. Whiting powder, available at paint stores, is one of the least damaging

OR

Use a material that reacts chemically with the soil to form a substance that can be washed away. Examples are oxalic acid, used for removing rust stains, or the supplies used to clean silver electrolytically (see page 22)

Removing wax is described on page 15. Each film has its own special solvent. Information about what to use and how to use it can be found at stores that sell the protective preparations

CHARACTERISTICS OF CLEANING SUPPLIES

Water

Water will dissolve most household soils better if it is warm. It will not harm many materials, especially if you use it in small amounts such as on a dampened cloth, and if you promptly wipe up or dry away excess water. The addition of soap or other cleaning agent such as a synthetic detergent helps with the cleaning. Some of these emulsify or "break up" fat into particles which are more easily removable.

Alkaline water solutions

Solutions of soap, of many water softeners, and of the general-purpose synthetic detergents have an alkaline or lye-like property that helps with cleaning. Alkaline solutions feel slippery. They should be made only strong enough for the job and should be rinsed away at once. Alkalinity damages some fabrics, notably wool and other animal fibers. It is also damaging to aluminum and dulls some dyes. Alkaline solutions are necessary for many cleaning operations so you should learn to use them properly.

Acid water solutions

Darkened aluminum, iron rust, and hard water scale are among the soils that are treated with acid solutions. Darkened pans become bright when acid foods such as vinegar, tomatoes, lemons and other acid fruits are cooked in them. Foods are not harmed by this process. Solutions of acids such as oxalic and hydrochloric, sometimes called muriatic, acid, are also available. Commercial preparations for cleaning copper contain acid products.

Because acid solutions damage many materials, be careful to use only the acid recommended, in the concentrations suggested, and to follow directions scrupulously.

Soaps

There are mild soaps for delicate fabrics and light cleaning, and general-purpose soaps, to which products are added to increase their cleaning ability. Many of these products simply make the mild soap more alkaline. If your water is hard, use a water softener for washing and rinsing, to prevent soap curd that leaves surfaces and fabrics sticky and dull.

Synthetic detergents

In recent years new detergents that behave like soap but do not curd in hard water have replaced soap for many home cleaning jobs. They are called synthetic detergents, or "syndets," to distinguish them from older detergents, like soap. Synthetic detergents now make up more than half of

the cleaning agents on the market. Frequently they are called simply "detergents." They are sold under many different brand names.

There are mild synthetic detergents and general-purpose ones, just as there are two groups of soap products. The mild detergents are neutral or only slightly alkaline in their action. The general-purpose detergents have alkaline builders added to them to increase their ability to remove dirt. All synthetic detergents remove grease and oils rapidly and completely. This action accounts for their tendency to dry out the skin and to cause well-cured frying pans to stick.

Fat solvents

Carbon tetrachloride and other dry-cleaning solvents are necessary for spot removal and for cleaning materials that will be damaged by water. Many fat solvents are dangerous to use. The fumes of carbon tetrachloride are poisonous and a serious health hazard if they are inhaled. *Never use gasoline.* It ignites easily and is explosive. There are other dry-cleaning solvents sold for home use that are safer than gasoline. Many of them are fire hazards, however, and should be used with care.

Read the label carefully and work with only a little solvent at a time, preferably out of doors or with windows open. Be sure that pilot lights and cigarettes are put out.

Fat absorbents

Dry powders, such as corn meal, fuller's earth, and talcum, take up or absorb considerable oil and fat. Dirt that is absorbed can then be brushed away. Absorbents are useful for removing spots on fabrics and wallpaper, and for cleaning furs, rugs, carpets, and greasy collars. Commercial cleaning products which are brushed into rugs and carpets contain some fat absorbents. Fine powders are difficult to remove completely.

Abrasives

Scouring powders and other products that scrape or polish away soil clean by abrasion. Coarse, harsh abrasives will damage most surfaces. It is better to start with a soft, fine abrasive such as whiting or silver polish and to use a harder one such as fine steel wool only when absolutely necessary. You can tell something about the harshness of a cleaner by rubbing the powder between your fingers or between coins to see if the coins are scratched. Sand and sandpaper are very harsh abrasives.

Many scouring powders contain soft abrasives and cleaning agents such as a synthetic detergent. They can be used for cleaning cooking utensils and metal sinks but should not be used on enameled sinks, bathtubs, and toilet bowls. Enameled surfaces are made of glass and are easily scratched. These fine scratches hold soil and stain. Once the surface is scratched, it

soils easily and is difficult to clean. Clean enameled surfaces with a detergent and water.

Special products

Brand-name products for jobs such as cleaning woodwork, washing windows, cleaning metals, and removing burned-on grease from ovens are usually mixtures of common household cleaning materials. For example, a glass cleaner is likely to consist of water, a synthetic detergent, and whitening or some other mild abrasive powder.

Products for cleaning metals contain an abrasive and a detergent. Those for brass and copper often contain a little mild acid. Products for cleaning ovens and stove burners are usually strong lye-like liquids or pastes. They are destructive to almost all household materials and must be handled with great care.

TOOLS FOR CLEANING

Homemakers usually consider the following tools essential:

- | | |
|------------------|---|
| A broom | A dust pan, preferably with a long handle |
| A dry mop | Dust cloths |
| A wet mop | Buckets or pans for water |
| A vacuum cleaner | |

For ease of work and safety you may also want to have:

- A solid stepstool or ladder to make it possible to reach ceilings and high shelves
- A basket fitted with small tools for cleaning and making repairs. This can be carried from room to room
- A cart or table with wheels to provide a work surface for tools and items that are removed when you dust
- Duplicates of supplies, tools, and vacuum cleaner parts, to reduce moving them from place to place

VACUUM CLEANERS

All vacuum cleaners have a motor-driven fan which creates a current of air. They clean by drawing this current of air over a surface and through fabrics. The air carries loose dirt through the nozzle into a bag or metal can. The bag or can that holds the dirt should be kept in a condition that will allow the air to flow freely. The nozzle should be adjusted as directed by the book of instructions.

In the nozzle are brushes, combs, and other devices for picking up threads and hairs and for beating loose fabrics so that dirt which tends to cling is released and picked up by the current of air.

Most cleaners have tools and flexible tubes for reaching and for special cleaning jobs such as dusting and cleaning corners.

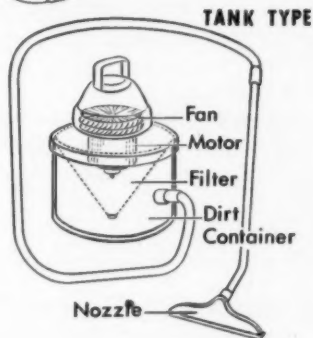
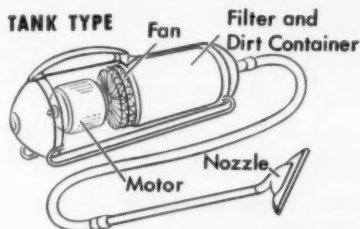
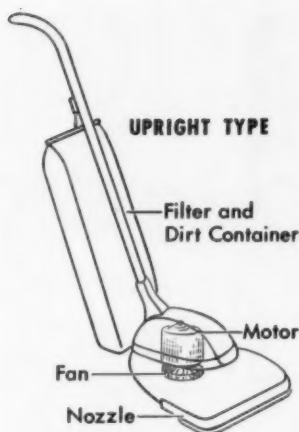
Types of cleaners

Cleaners are usually classified as upright, tank, or canister. Actually the tank and canister cleaners operate in the same way but differ in the type of receptacle used to collect the dirt. Upright and tank cleaners differ in the amount of suction produced, the way dirt is picked up, and the way the cleaning tools are used.

Although a good current of air is necessary for vacuuming, the cleaner with the greatest suction is not necessarily the best because cleaning depends also on such factors as the type of cleaning tools. An upright cleaner needs less suction than the tank type if it has a revolving brush and beaters to loosen the dirt.

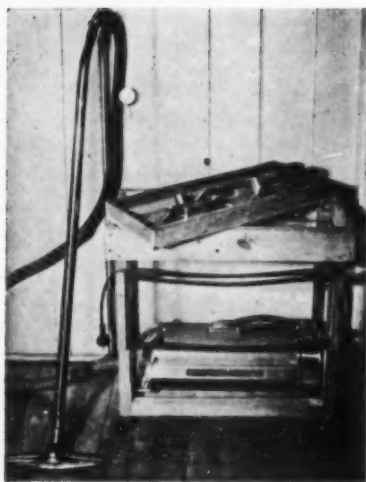
In the upright cleaner, where the motor and fan are located behind the nozzle, the fan is likely to be damaged by pins, bits of gravel, and other hard objects. These should be picked up before the cleaner passes over them. In the tank and canister cleaners, dirt is filtered out before the air passes over the motor and fan. Tiny objects that may go through the filter and into the fan and motor should be picked up by hand, however.

Canister cleaners collect the dirt in a metal receptacle and usually have paper, rather than cloth, filters for straining out the dust. Tank cleaners collect the dirt in cloth bags or in paper bags inside cloth bags.



The four essential parts:

- Nozzle makes contact with floor
- Motor drives fan
- Fan forces air through nozzle
- Filter holds dirt in container



A cart built to hold the vacuum cleaner and its attachments can be rolled easily from room to room.

Canister cleaners usually have swivel tops or revolving bases. Place them near the center of cleaning operations so that the hose moves freely as you move around the room, but the cleaner stays in the same place.

Bags for vacuum cleaners

Material for cleaner bags is carefully selected for easy flow of air. Use only the bags recommended for a cleaner by the manufacturer. You cannot safely substitute other paper or cloth bags. Cleaning is slow and often inadequate when the flow of air is restricted by improper materials. Dirty filters or excess dirt in the bag also hamper effective cleaning and may actually damage the motor, which overheats from the

strain of drawing air through the dirt. Many motors are burned out because the homemaker has not emptied the bag often enough.

What vacuum cleaner is best?

There are many good vacuum cleaners on the market. When you buy one, try it yourself to see if it does all the jobs you want done. Make sure it is easy for you to handle, to carry about, and to use. Try out the tools that come with it.

For most homemakers, the important jobs are cleaning carpets, cleaning bare floors, and dusting. The upright cleaner is often preferred for rug and carpet cleaning, but the popularity of canister and tank cleaners indicates that their convenience for dusting and other above-the-floor cleaning is the deciding factor in selection. If you can afford two vacuum cleaners, you may want to buy one upright and one tank or canister cleaner.

What about small cleaners?

Small vacuum cleaners are sometimes useful for small apartments. They are also good for light vacuuming and for special jobs such as cleaning the car or the stairs. They are not built to be used on floors or for heavy-duty cleaning. Suction is usually inadequate for heavy cleaning and the bags are so small that they hold little dirt. Small cleaners are useful accessories but are not substitutes for regular vacuum cleaners.

CARE OF SPECIFIC MATERIALS

HARD SURFACE FLOOR COVERINGS

(Wood, Linoleum, Asphalt, Etc.)

The care of wood floors and of coverings such as asphalt tile, linoleum, and rubber includes cleaning the surface, removing old wax or other finishes, and applying new ones. Dirt that cannot be swept or vacuumed away can usually be removed with a damp mop. For removing stubborn spots and for over-all cleaning, you can use dry-cleaning solvents or commercial cleaners. Some of the commercial cleaners are liquids that can be applied to the surface. Others must be dissolved in water or a fat solvent. The label will tell what liquid to use and give directions for making the mixture.

You should check the label to be sure a given cleaner is safe for the surface on which you intend to use it. For example, asphalt tile is softened by the solvents used in some of the preparations that contain wax. Rubber may become dry and brittle if washed with a strongly alkaline solution. It is damaged by many of the fat solvents.

Precautions for using floor cleaners

Some floor cleaners are inflammable. There is always the danger of fire, explosion, or toxic effects. It is most important to observe the following precautions when using any floor cleaner:

1. Read directions carefully. See that there is nothing that could start a fire, such as a gas pilot light or a lighted cigarette.
2. Remember that many of the products used for special jobs contain ingredients that should not be inhaled in large amounts.
3. Use carbon tetrachloride or products containing carbon tetrachloride with care. The fumes may cause permanent health damage. Use only a little at a time. Do not put your face over the open bottle or dish.
4. Work with windows and doors open when you use dry-cleaning liquids and any product of unknown composition. The fumes can make people and animals very ill unless there is good ventilation.
5. Remember that the cloths used in application are fire hazards. Wash or burn them immediately after the work is finished, or hang them outdoors to dry.

Floor waxes and how to use them

There are two basic kinds of wax. The difference between them depends on the liquid used to thin the wax for spreading. If the liquid is water, the product is called a water-emulsion or self-polishing wax. The water-emulsion type can be used on all materials that are not damaged by water. If the liquid is a wax solvent, the product is called spirit solvent wax. Spirit solvent waxes are made in either liquid or paste form and can be used on almost all materials except asphalt tile or rubber tile.

CLEANING MATERIALS AND WAXES SUGGESTED FOR DIFFERENT FLOORS

Material in floor	Cleaning agents	Recommended waxes
Asphalt tile	Warm water and a mild soap or detergent	Water emulsion wax <u>only</u>
Linoleum	Same	Water emulsion, liquid, or paste wax
Vinyl plastic	Same	Water emulsion, liquid, or paste wax
Rubber tile	Clear cool water. Hot water and soap tend to soften rubber	Water emulsion wax <u>only</u>
Hardwood floors	Usually advisable to use a floor cleaner or liquid wax since water may cause spotting	Liquid or paste wax
Varnished floors	Floor cleaner, liquid wax, or furniture wash	Liquid or paste wax

Apply wax only to the paths where it has worn away. Heavy layers, built up by applying new wax over old wax, soften, dry slowly, are sticky, and become very dirty from dust collected when the wax is soft.

Applying wax

1. Apply a thin coat of wax to the clean floor. Two or three thin coatings make a better surface than one thick one.
2. Let each coat dry, and polish it before applying another.

3. Buff the wax with a polisher to strengthen it and make it last longer.

Occasionally you will need to remove all the old wax and re wax the floor.

Removing old wax

CAUTION: Inflammable cleaners should not be poured into hot water near an open flame.

For commercial cleaners:

1. Follow directions *exactly* as to
 - a) temperature of the cleaner
 - b) amount to apply
 - c) length of time left on the floor.
2. Cover only a square foot or two at a time so that you can wipe up the old wax as soon as it is soft. It softens in a few minutes and will harden again if not wiped up at once.
3. After the wax has been removed, go over the floor with a cloth wrung out of a solution of mild soap or other detergent. Rinse carefully and dry before applying a new finish.

RUGS AND CARPETS

Regular cleaning of rugs and carpets is important to preserve them. The dirt found in carpets and rugs may be roughly classified as surface litter, particles of grit, and the greasy coating of dust which clings to the fibers. This grease tends to hold other soil.

Surface litter can be removed fairly easily, but particles of sand and grit are more difficult to remove since they tend to collect between the tufts in the rugs. If allowed to remain there, they cut the fibers. Frequent cleaning with the vacuum cleaner helps keep damage to a minimum.

Sometimes you may want to brighten a rug that has been dulled by an accumulation of greasy film. If you plan to clean a large rug at home, ask your rug dealer or someone who sells household supplies to recommend a cleaning compound. The compound is spread on the rug and then picked up with the vacuum cleaner or swept away. Follow directions carefully and work in a well-ventilated room.

The powdered cleaners are heavy and compact. As they collect in the vacuum cleaner bag, the motor works under a strain which can cause it to burn out. Empty the bag often.

The shampoo method suggested for upholstered furniture (p. 20) can be used on small rugs. With larger rugs, however, so much work is involved that it is better to send them to a commercial cleaner.

PAINTED WALLS AND WOODWORK

The quality and condition of the paint should be considered before you decide to wash it. Any paint can be destroyed by rubbing, by strong cleaning agents, or by abrasive powders. Poor quality paint, and soft or flaky paint will sometimes wash away.

To wash painted surfaces that are in good condition:

1. Use a mild soap or detergent solution, or one of the soap jelly preparations described below.
2. Have on hand two containers, one for the soapy water and one for the rinse water.
3. Start at the bottom of the wall and work upward.
4. With a soft cloth or cellulose sponge, apply the wash water or jelly to a small area at a time.
5. Rinse this area carefully. Be sure to squeeze the excess water from the cloth or sponge each time.
6. Change the rinse water frequently.
7. Avoid unnecessary rubbing which may soften the paint.
8. Dry with a soft clean cloth.

Many commercial paint cleaners are excellent if you follow directions carefully. Some cleaners do not need to be rinsed off.

Soap jelly cleaners

Soap jellies are easy to apply and are excellent cleaning agents. Other products are sometimes added to improve the cleaning action. Whiting can be mixed with a little jelly to remove stubborn spots, and glue is often added to speed the cleaning action of the soap.

SOAP JELLY

Dissolve 1 cup soapflakes in 4 cups boiling water	} Use when cool
Pour into wide-mouthed glass jars	

WHITING AND SOAP JELLY PASTE

4 parts fine whiting	} Mix well, apply with a soft cloth, rub lightly
1 part soap jelly	

SOAP JELLY AND GLUE

3 cups soapflakes
2 quarts boiling water
4 tablespoons (1 ounce) granulated glue (casein and some synthetic glues are not satisfactory) softened in
1 cup cold water for 1 hour
Add the softened glue to the hot soap solution, and stir until dissolved.

Let the mixture stand until it jells.

Apply with a damp cloth or sponge to a small area. Rinse the area and wipe it off before the solution dries.

CAUTION: Soap jelly and glue solution is difficult to remove if it dries on the surface or runs onto a dry soiled surface.

Solutions of synthetic detergents can also be beaten into a foam that cleans with little wetting of materials. The foam can be used for cleaning rugs, upholstered furniture, and other fabrics.

WALLPAPER

There are two types of wallpaper, *non-washable* and *washable*. In the latter case, the manufacturer states that the paper may be cleaned with mild soap and water according to directions given.

General cleaning for both kinds of paper involves frequent light dusting with a vacuum cleaner attachment, a soft brush, or a clean cloth over a clean dry mop or broom. It is usually better to start at the top of the room and brush downward. If there are cobwebs, however, remove them with a lifting stroke. They are greasy and may cause streaking if brushed downward.

For heavily soiled surfaces, the method of cleaning depends on the type of paper. Washable paper may be washed gently with cold water and a mild soap. Wet the area to be cleaned first, then apply suds gently with a sponge. Rinse off the suds with a sponge wrung out of cold water. Avoid rubbing and unnecessary wetting.

Both types of paper can be cleaned by commercial or home-made wallpaper cleaners.

One popular recipe for a wallpaper cleaner follows:

4 teaspoons baking soda	2½ tablespoons household ammonia
2 cups flour	1¼ cups water

Stir the soda into the flour. Mix the ammonia with the flour and soda, and add the water. Beat the mixture until smooth. Steam it in a double boiler for 1½ hours, and keep it covered until the cleaner is cool enough to handle. Then knead it in your hands until it is as smooth and soft as art gum.

To use a wallpaper cleaner:

1. Test the cleaner on an inconspicuous spot to see how it will work.
2. Start at the top of the room and rub gently with a downward stroke, kneading the cleaner as you work.
3. Overlap the strokes to prevent streaks.
4. Dust with a soft cloth to remove crumbs.

TO REMOVE SPOTS OR STAINS FROM WALLPAPER

Spots and stains are not easy to remove from wallpaper. Immediate treatment, however, is usually more successful than if the stain is allowed to penetrate. The following table contains suggestions for possible treatment of this kind of soil:

Spot or stain	Non-washable paper	Washable paper
Grease	If fresh, it may be partly removed by applying a clean blotter to the spot, and then pressing over the blotter with a warm iron	Same
	Then make a paste of fuller's earth or other absorbing powder and carbon tetrachloride	
	Cover the spot with this mixture and let it remain until dry. Remove with a cloth dampened with carbon tetrachloride	Treatment may be followed by washing
	Caution: Some pigments "bleed" when carbon tetrachloride is applied. Test on a small inconspicuous area first	
Crayon	Scrape off as much of the crayon as possible with a table knife. Sponge lightly with a cloth dampened with a fat solvent such as carbon tetrachloride, acetone, or denatured alcohol	Same
	or	
	Apply a blotter to the crayon spots and press with a warm iron	Same

Spot or stain	Non-washable paper	Washable paper
Ink	<p>Blot up surplus quickly. Apply an absorbent powder such as cornstarch or table salt. Brush off as fast as it takes up the ink. Repeat</p> <p>An ink eradicator may be used. Several light applications are usually preferable to an extended one</p> <p>Caution: Ink eradicator may remove color from the paper. Test an inconspicuous area</p>	<p>Same</p> <p>It may be possible to apply a chlorine bleach, carefully. Pat spot gently with a cloth dampened with bleach. Wash bleach off with water. Avoid rubbing</p>

FURNITURE

Dusting

The dusting brushes of the vacuum cleaner will loosen dust from the more intricate parts of the furniture and remove dust that has settled on surfaces. It is important to use clean dust cloths because dust is hard and will scratch the surface if rubbed into it. Clean cloths and dusting paper will pick up surface dust and can be used to polish the surfaces. Keep clean, soft dust cloths in a closed jar.

There are on the market cloths that have been treated with some product that helps hold the dust to the cloth. These cloths can be made at home: place clean cheesecloth in a closed jar with a few drops of oil or furniture polish spread on the inside. Only a drop or two of oil is needed. Usually the cloths can be washed a few times before more oil has to be added to them.

It is better to use dry cloths for dusting waxed surfaces. Wax may be softened by oil and hold the dust.

There are silicone waxes and polishes that give a finish which tends to repel dust. The silicone will have to be removed with turpentine or other solvent before a new paint or other finish is applied.

You can keep dusting to a minimum if you replace or clean furnace filters when they are soiled, and stir up as little dust as possible when cleaning.

Wood furniture

Furniture care includes dusting, polishing, waxing if desired, and removing scratches and spots. Most furniture finishes can be wiped with a damp cloth without damage. A little boiled linseed oil and turpentine added to warm water will improve the appearance of most finishes. You can buy the turpentine and boiled linseed oil at a paint store.

To prepare and use the furniture wash:

Place 1 tablespoon of turpentine, 3 tablespoons of boiled linseed oil, and 1 quart of hot water in the upper part of a double boiler.

CAUTION: Do not place the mixture directly on the stove as the turpentine is inflammable.

Fill the lower part of the double boiler with boiling water to keep the mixture warm. Wet a soft cloth with the solution and apply to the surface. Wipe the surface dry and polish with a dry soft cloth. Replace the solution with a fresh supply when it becomes soiled. Furniture and other woods that have been treated with boiled linseed oil can be cleaned with this wash and more oil can be rubbed into the wood as needed.

Reed, cane, and wicker furniture

Reed, cane, and wicker furniture can be dusted with a stiff brush or a vacuum cleaner attachment. If this type of furniture becomes badly soiled, it can be washed with a cloth wrung out of lukewarm, mild, soapy water, then wiped promptly with a cloth wrung out of clear water. Any good detergent can be used. Care should be taken not to soak the furniture.

Upholstered furniture

For ordinary cleaning, remove cushions and give the chair body a careful brushing with a whiskbroom or vacuum-cleaner brush. If you use a whiskbroom, let the dust settle, then wipe the chair with a damp cloth.

Cushions can be brushed in the same way unless they are filled with down, in which case the vacuum cleaner should not be used. Any light grease spots should be removed with a non-inflammable cleaning fluid after the chair has been dusted.

Shampooing upholstery

Soiled upholstery or tapestry, denim, rep, and frieze may be cleaned by shampooing with soap or a commercial preparation. Choose a day when you can dry furniture outdoors.

1. Remove all dust with a vacuum cleaner.
2. Remove all spots, such as grease, by recommended methods.

3. Prepare a foam from soap jelly or detergent.
4. Rub a little of the lather on an inconspicuous spot to determine whether the colors are fast.
5. With a soft brush or cloth, apply the lather to a small area of the furniture. Use a circular motion and keep a good lather on the surface.
6. Remove surface lather with a spatula. Rinse off the remaining lather by wiping with a clean cloth wrung dry out of warm water. Repeat the rinsing two or three times. The water should be changed as soon as it shows soil.
7. Apply the lather to another small area, overlapping with the first area to prevent the formation of rings. Rinse.
8. Dry furniture out-of-doors in the shade or indoors with all windows open or in the draft of an electric fan.

Removing spots from furniture

White spots on a wood surface are usually caused by hot dishes or water. You can usually remove them by wiping the surface with a piece of cloth wrung from water to which a little ammonia has been added. Or rub with your finger or a piece of flannel dampened with spirits of camphor or essence of peppermint. Sometimes you can remove the spot by laying a piece of blotting paper over the spot and pressing it with a warm iron.

Alcohol spots on furniture may disappear if they are rubbed with a soft cloth or with your fingers while the spots are still fresh. If spots are old, rubbing with boiled linseed oil or with rottenstone and linseed oil may renew the finish.

METALS

Care of silver

Tarnish is caused by sulphur in the air, or in tissue paper in which the silverware has been wrapped. Sulphur in eggs and other foods will darken spoons and fork tines. Small black spots are often caused by salt or by other compounds containing chlorine which are used for dishwashing.

To remove silver tarnish, polish with jeweler's rouge, whiting, or a commercial silver polish. Dips for rapid cleaning of silver are made of several different products. Because ingredients vary, it is not possible to describe how to use them nor to predict the results. Manufacturer's directions must be followed carefully. Metal pieces that are placed in the dish water for cleaning silver behave like aluminum in the electrolytic process described below.

The electrolytic method is a quick, easy way to clean tarnished silver.

CAUTION: Oxidized silver (with dark decoration) or flatware with hollow handles must not be cleaned by this method.

Use a large enameled kettle or bright aluminum pan. If an enameled kettle is used, place a bright aluminum sheet or foil, a shallow aluminum utensil, or a piece of magnesium alloy in the bottom.

To clean the silver, fill the utensil with enough water to cover all the silver. To each quart of boiling water add 1 teaspoon of salt, 1 teaspoon of baking soda, and $\frac{1}{2}$ teaspoon of whiting. Stir with a wooden spoon. Place the silver in the boiling solution so that each piece touches either the aluminum or another piece of silver in contact with the aluminum. Boil from 30 seconds to 5 minutes depending upon the amount of tarnish. Remove the silver with tongs or two large forks and place on a soft cloth. Add a second lot of silver and repeat. With a clean, soft cloth, polish the silver to the desired brilliance.

The amount of silver lost by this method is less than by the friction method of polishing.

The aluminum used in the cleaning becomes coated with a dark deposit. A cooking utensil used for this purpose can be made bright again by cooking acid fruits, such as rhubarb, tomatoes, or apples, in it. The deposit can also be removed by boiling a weak vinegar solution in the pan and rubbing the surface with fine steel wool and soap.

Care of other metals

The first three steps in the cleaning of household metals are:

1. Wash with a synthetic detergent or soap and warm water and scrape away softened material with a wooden spoon or a plastic or rubber scraper.
2. Dry with a cloth or paper towel.
3. Polish with a drying cloth or with a flannel cloth.

If food or other material is not cleaned away by this method these are the steps to take:

1. Soak in water to which is added synthetic detergent, soap, vinegar, or soda, depending on the metal. (See table, p. 23.)
2. Scrape away the softened material with a wooden spoon or rubber scraper.
3. If more scraping is needed, use a small wooden stick or a clothespin.
4. If more scouring is required, use fine steel wool (000) or a mild scouring powder.

CAUTION: Do not scour tin- and chromium-plated surfaces in this manner. If they are scratched, the metal under the plating corrodes rapidly.

INDIVIDUAL CARE OF COMMON HOUSEHOLD METALS

Metal	Cleaning and polishing	Special care
Aluminum	Mild scouring powders. Cooking acid foods such as tomatoes, rhubarb	Avoid soaps, lyes, and other strong alkalis since they may eat through. Do not soak for long time since aluminum may pit if it stands in water
Brass and copper	Sprinkle on salt and a little vinegar; rub, rinse, and dry. Or Use a commercial cleaner	Use oil and rottenstone for a dull finish; whiting and denatured alcohol for a bright polish
Iron	3 tablespoons baking soda and 1 quart of warm water. Scrub	To prevent rusting and sticking, season with unsalted fat at low setting on stove for 30 minutes after cleaning with soapy water. Washing in synthetic detergents may remove the "seasoning" so that sticking occurs
Enameled ware	Treat as glass	Avoid high heat, rapid cooling, chipping, and scratching
Monel	Will take any of common polishes	
Pewter	Clean with whiting in denatured alcohol for bright finish; rottenstone and oil, or oil alone, for dull finish	Corrosion can be removed with fine steel wool (000). If very black send to professional metal cleaner or jeweler for cleaning
Stainless steel	Will take any of common polishes	
Other steel	Treat as iron	
Tin	If more than soap and water is needed, use soda and hot water as for iron	Avoid scratching as tin is plated on iron
Zinc	Very mild scouring powder, little rubbing	Never use harsh cleaners

PLASTICS

In order to clean and care for plastic articles you should understand their characteristics. All plastics fall into two main groups.

Thermosetting plastics are set into a firm shape when they are manufactured. They may warp or crack but they do not become soft and pliable as they become warmer. Handles of cooking utensils and many plastic dishes are examples of thermosetting materials. They can be used in hot water, and in general will take temperatures to about 300° F. They cannot be used in direct contact with heat.

Thermoplastic plastics become soft when heated and stiffer when cooled. This change takes place as often as the process is repeated. Many household articles, such as mixing bowls and measuring cups and spoons, are thermoplastic. Some of them are damaged when washed in dishwashers. Others can take the high temperature of washing and drying cycles.

In both groups of plastics are many that are resistant to breakage, scratching, staining, and chemical action. They can be washed with any of the cleaning agents used in water. Many are not damaged by acids and alcohol spilled on them, but some are damaged by chlorine bleaches.

Household article	Plastic	Characteristics
Counter coverings and floor coverings	Vinyl	Thermoplastic Manufactured in a variety of colors. Light in weight. Resilient
Counter tops, table tops, flooring	Laminated plastics	Thermosetting plastics such as phenolics, melamines, etc., may be used. Produced in a wide range of colors or simulated veneers. Light in weight. Strong. Durable
Curtains, draperies Upholstery fabrics	Vinyl	Thermoplastic In fabricated form is available in transparent, translucent, or opaque colors. As a coating on cloth or paper has a limited resistance to abrasion

Unless the label gives other information about a plastic article, these precautions are important:

1. Wash with soap or other detergent, rinse, and dry away extra water at once. A damp cloth will often do the cleaning job.
2. Avoid using abrasive powders and do not slide rough objects over the surface.
3. Do not spill bleaches and dry-cleaning liquids on them. Wipe up at once any alcohol that is spilled.
4. Handle rigid articles with care. They may break easily and may warp if they become too hot.

In advertising, in magazine articles, and on labels you will find many new names applied to the plastics. Among them are vinyl, polystyrene, melamine, and laminated. Many describe the chemical group to which the plastic belongs. The term "laminated" describes a kind of construction in which plastic-impregnated cloth, paper, or other materials are processed into a sheet, under heat and pressure. Usually thermosetting plastics are used. If the top layer is of metal the material will be resistant to direct heat.

The table on pages 24 through 27 gives some of the more common plastics used in household articles.

Resistant to	Damaged by
Abrasion	Boiling water
Acids	Hot dishes
Alcohols	Direct flame
Most food stains	Moth repellents
Boiling water	Direct heat
Acids	
Alkalies	
Oils	
Common chemicals	
Water	Boiling water
Sunlight	Direct flame
Weathering	Moth repellents
Dirt	
Acids	
Alcohols	
Most food stains	

Household article	Plastic	Characteristics
Curtains, draperies Upholstery Bouclés	Nylon	Thermoplastic, but recent products not damaged by boiling water. Range of colors. High tensile strength
Fabric coverings Lampshades	Cellulosics Nitrates	Thermoplastic Available in wide range of colors. Take a lustrous finish. Light in weight. Tough. Flammable
Kitchenware Flexible bowls Ice cube trays	Poly-ethylene	Thermoplastic Odorless, tasteless. Flexible. Lightweight. Milky translucent in pastel colors
Picnic dishes Refrigerator storage boxes	Poly-styrenes	Thermoplastic Available in wide range of brilliant colors, also in colorless transparent form. Has metallic ring when tapped. Non-toxic. Heat resistance varies from 150° to 220° F.
Measuring spoons, strainers, cups	Cellulose Acetates	Thermoplastic Colorful May not be entirely odor- or taste-free
Handles and knobs of cooking utensils Handles and frames of electrical appliances	Phenolics	Thermosetting plastics Available in dark or mottled colors. Good resistance to heat transmission. Good electric insulators
Dinnerware	Melamines	Thermosetting plastics Wide range of colors Odorless and tasteless Temperature range from -70° to 210° F.
Wall paper Wall coverings	Vinyl	Thermoplastic. Applied as a film to paper or cloth. Flexible and lightweight

Resistant to	Damaged by
Freezing temperatures Household chemicals Oils and greases Common solvents	Weathering Mineral oils Coffee, tea, certain vegetable and fruit juices
Weathering Household chemicals	Abrasion Heat Fire (flame)
Chemicals Food acids Household solvents Freezing	Boiling water Abrasives
Ordinary chemicals	Cleaning fluid Acetones Citrus fruit Oils Boiling water Impact
	Boiling water Acetone Abrasives
Boiling water Impact Mild acids Solvents and oils	Flame Oven temperatures
Light Acids Alkalies Boiling water Oils Household chemicals	Abrasives Flame Oven temperatures
Water Most stains	High temperature Naphtha

PORCELAIN SINKS, BATHTUBS, AND TOILET BOWLS

Toilet bowls and the smooth, glazed finish on sinks, bathtubs, and wash bowls are made of porcelain, which is a type of glass. Since the surface is glass, care must be taken to prevent chipping. Use mild abrasives only, because harsh abrasives and scouring powders scratch the finish. The scratched surface collects dirt and becomes discolored. The more you scrub to remove this dirt, the more the finish gets scratched. When the finish has been damaged in this way, there is little that can be done to restore it.

To clean these surfaces, wash them with soap or other detergent and water, then rinse and dry them. If an abrasive is needed, use the finest powdered whiting. Some homemakers prefer to use a cream made of whiting and soap jelly (see p. 16). This mixture can be made up and kept in a container at the sink or in the bathroom.

The soap scum that forms on lavatories and bathtubs may be removed by washing with synthetic detergents.

Rust spots, if they have not penetrated through the hard outer surface, may be removed by one of the following methods. If the finish is acid resistant, such as porcelain, rub the spot with the cut surface of a lemon and rinse thoroughly. A 5 per cent solution of oxalic acid (poison) may also be used, and allowed to stand for a few minutes. Carefully rinse off the solution to prevent the acid from marring the porcelain.

WINDOWS

Dust on glass surfaces should be removed with a dry or slightly damp cloth.

Use clear warm water to clean windows. Soap is not advised for cleaning windows, because it streaks. Many of the synthetic detergents are satisfactory, however. Dip a soft cloth or sponge in the water, wring it as dry as possible, and wash the glass. Dry the glass with a soft, dry, lintless cloth, a clean damp chamois, crumpled newspaper, or a squeegee, wiping the squeegee after each stroke. Try not to work in direct sunlight since windows will dry too rapidly and show streaks.

For very soiled windows, wipe off some of the dirt with a damp cloth or paper. Then wash with one of the following mixtures:

1 tablespoon household ammonia to 1 quart warm water, or

½ tablespoon kerosene to 1 quart warm water, or

3 tablespoons denatured alcohol to 1 quart warm water

Use a soft dry cloth, a clean damp chamois, or a squeegee to polish. Take care not to spill ammonia or alcohol solution on the sills since these may injure the finish.

A paste of powdered whiting and water can also be used to clean windows. Apply paste to glass, let it dry slightly, then remove with a soft lintless cloth.

Commercial preparations for cleaning windows are also available. Some of these are sprayed on and then the glass is polished with a dry cloth.

To remove spatters of paint or varnish from windows, rub off the spots with a cloth dampened with turpentine or paint remover, or scrape them off with a putty knife or razor blade.

When windows are being washed, you may want to wipe off the sills, sashes, and frame with a clean damp cloth.

Dusting will be easier if you wax sills and sashes with a colorless liquid wax for extra protection.



A high stepladder with a shelf attachment for the pail is convenient for washing windows. A strong brace and additional steps above the one on which the homemaker stands add to the safety of the ladder.

WINDOW SHADES

Window shades should be dusted frequently with a soft cloth, brush, or vacuum cleaner attachment.

Heavily soiled paper shades can be cleaned with an art gum eraser, or with a home-made or commercial wallpaper cleaner (see p. 17).

Window shades made of treated fabric and labeled washable can be cleaned in the following way: Dust carefully and place the shade on a flat surface; apply a dry soap lather with a soft brush or sponge; rinse off the lather with a clean cloth. Try not to wet the shade more than necessary. Hang shades unrolled at the window to dry.

LAMPSHADES

Lampshades may be cleaned by dusting with a soft brush or the attachment on the vacuum cleaner. Color-fast rayon or silk shades that are sewed rather than glued to frames can be washed when they become soiled.

Prepare a solution of lukewarm, mild soapsuds in a utensil large enough to hold the shade. Dip the shade up and down in the suds until it is clean. Rinse in clear water in the same way. Change the rinse water if it becomes soiled. Dry away from direct sunlight. Linen, chintz, and handpainted shades can be dry-cleaned but not washed. Pasted or glued shades can be cleaned by wiping with a damp cloth. They must not be placed in any solutions that will loosen the paste or glue. Parchment or paper shades can be cleaned with a commercial or homemade wall paper cleaner (see p. 17). Plastic lampshades can be cleaned by wiping with a damp cloth.

LEATHER

Leather should be dusted regularly with a clean, soft, untreated cloth. Never use furniture polish on leather. The turpentine or alcohol in the polish acts as a solvent and softens the surface of the leather.

To avoid mildew, do not store leather in damp places. If leather has mildewed, wipe off the mildew with a cloth or tissue paper that can be destroyed so the mildew spores do not scatter to other surfaces. Go over the mildewed areas with a cloth dampened with denatured alcohol. Dry damp leather at once in the sunshine and breeze. A fan will speed drying. Leather requires care to keep it in good condition since it contains natural oil. Under conditions of excessive heat and dryness, much of this oil is lost and the leather tends to dry and crack. To restore the oil, an occasional oil-conditioning treatment is advisable.

For conditioning leather, various oils are applied after the leather has been cleaned. Apply a few drops of olive oil, raw linseed oil, paraffin oil, or lanolin with a soft cloth. Then polish the leather with a soft silk or woolen cloth. Rub off all excess oil because it tends to collect dust and may soil garments. White vaseline may be used to condition light-colored leather.

For cleaning soiled leather:

1. Wash the leather with a soft cloth wrung out of warm soapy water. Use a mild neutral soap.
2. Clean only a small area at a time.
3. Rinse with another cloth wrung out of clear warm water.
4. Wipe dry with a clean, soft cloth, rubbing briskly.

or

Wipe off the leather with a damp cloth and saddle soap. Read the label on the saddle soap and follow manufacturer's directions carefully.



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